RESTRICTED

Reference No.
XCE-2-387

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service DATE: 18 June 1952

FROM : Chief, Engineering Division, Communications

SUBJECT: Correspondence Log Systems

Ref : Memo from Chief, O & M S, dated 5 June 1952, subject, Correspondence Log

1. For convenience, the systems proposed by your office and this office will be referred to as the O&M system and the OC-E system, respectively.

2. Log Numbers

a. O&M system: For 99 pieces of correspondence per month, or 1188 pieces per year, combined IN and OUT, the log number will vary from 8 characters (21-1-152) to 10 characters (21-99-1252).

b. OC-E system: For 999 pieces of correspondence IN and a like number OUT per year, or a total of 1998 pieces, the log number will vary from 6 characters (XCE2-1) to 8 characters (XCE2-999).

c. The O&M log number indicates the month of the year, but is longer than the OC-E number. The OC-E number differentiates between incoming and outgoing correspondence. If the IN and OUT were combined in the OC-E system, an 8 character number would suffice for 9999 pieces of correspondence per year (CE2-9999). Since the log itself is chronological in nature, it is believed that designation of the month in the log number is not important. The use of letters, rather than numbers, for office and division identification will facilitate the recognition of the organizational units.

3. Record Form

a. O&M system: The 3x5 card form, in triplicate, has the advantage of providing for cross-reference and tickler files. Requiring 3x5 file cabinets, however, it would need more space and be more complicated to operate. The forms would almost certainly require typed entries which would interfere with any other typing by the person operating the log. Entries of subsequent routing of the correspondence would require the assembling of the several copies of the record form.

b. OC-E system: The log sheet used (sample attached) provides for entering the Control No. (OC Registry No.), the OC-E Log No., Pouch or Cable No., Source or Destination, Subject, Date of Action, Action (Routing), and final file Disposition. Some correspondence is routed back and forth among the several branches of the division, and even out of the division and back, before final disposition. All of the action can be noted on the form used, which is convenient for long-hand entries.

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4. Tickler System

a. O&M system: Filing suspense cards by due date is preferred to the flag system by this division. The due date is usually the controlling factor; flags are an additional complication.

b. OC-E system: Experience has shown that the number of items requiring tickler entries has been so small as to cause no appreciable work load in making out the additional cards.

5. Conclusions

a. It is believed that the OC-E system is simpler to operate than the O&M system, and is adequate for the correspondence of this division. The O&M system may be more effective for a larger volume of correspondence such as would require the full time of at least one operator.

b. Any system should be as simple to operate as possible, consistent with its purpose, which in this case is the control of, or an aid to locating, correspondence in a division, or similar organizational unit. However, there is a definite advantage in having a uniform system throughout the Agency. The system adopted should be the one most efficient for the majority of users.

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CONTROL NO	LOG NO	POUCHES/ CABLES IN	POUCHES/ CABLES OUT	FROM	TO	SUBJECT	DATE	ACTION	DISPO-SITION

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